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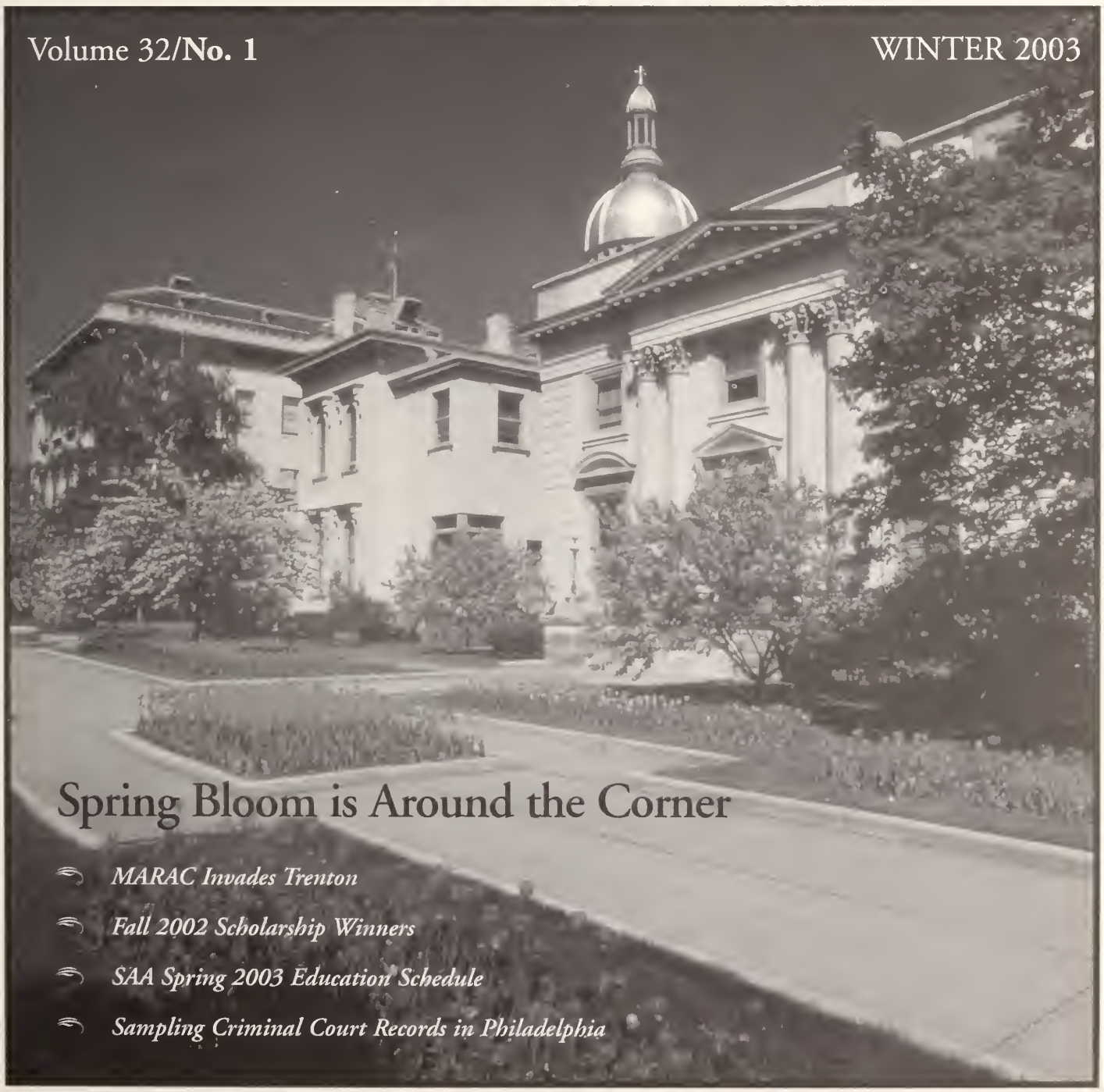

Spring Bloom is Around the Corner

- *MARAC Invades Trenton*
- *Fall 2002 Scholarship Winners*
- *SAA Spring 2003 Education Schedule*
- *Sampling Criminal Court Records in Philadelphia*

From the Chair

A casual perusal of the *Washington Post* and the *New York Times* during the past year would reveal several articles featuring archives and manuscript collections, such as the opening of the Ernest Hemingway papers in Cuba; a recent discovery of financial ledgers in a Senate storage room in the Capitol bearing signatures of John Adams, Thomas Jefferson, and other prominent early American legislators; the disposition of the personal papers of Malcolm X and Jackie Robinson; and a debate about the effect of President Bush's executive order 13233 concerning the opening of presidential records. If the mainstream press is any indication, the public's interest in archives and the work of archivists is worthwhile and ongoing.

It is discouraging to note, however, that this interest has been accompanied by some recent troubling developments. Administrators at Teachers College of Columbia University have seen fit to abolish the Milbank Library's Special Collections and Archives Department, and discharge the professional archivists who administered the collection. Of course, MARAC protested this development, as did the Society of American Archivists, but to date the Teachers College administration has not changed its course. Just as baleful are the effects of the Virginia state government budget cutbacks, which have seriously affected the operation of the Virginia State Library and Archives. These cutbacks have resulted in curtailed hours of operation; staff layoffs and hiring freezes; a significant slippage in archival processing targets addressing the collections backlog; and the elimination of a digital library program and other programs. As the uncertain economy continues, state governments will be under increasing pressure to balance their budgets and archives programs will face the danger of decreased funding levels.

These developments clearly demonstrate the need (already apparent to us) for archivists to carry the argument to the greater community that archives and archivists perform a vital role in the larger world. As the custodians of society's written and electronic memory, the decisions we make and the conditions in which we work will affect future generations. We need to make known the importance of archives and keep our issues front and center. We can do this by participating in our professional activities, attending meetings and conferences, serving on committees and reaching out to the public. MARAC is a useful and beneficial vehicle for this work, and by becoming active we all work to strengthen the profession.

Elsewhere in this issue, there is an article describing the creation of MARAC's Development Committee. Under the capable leadership of Jim Byers, MARAC is attempting to secure a funding mechanism that will assist members, especially new members, in advancing their archival education and skill levels. I urge you to support this worthy endeavor with your tax-deductible check. Your contribution is an investment in the future of archives.

Jeff Flannery
jfla@loc.gov

MARAC Scholarships & Travel Awards: Call for Applications

March 1 Deadline for Applications

The Mid-Atlantic Regional Archives Conference (MARAC) offers several funding opportunities associated with the Spring 2003 meeting being held April 24–26 in Trenton, NJ. Available are:

- A $400 scholarship, the Marsha Trimble MARAC Meeting Scholarship, to be applied toward conference registration, workshops, conference meals, lodging, and/or travel expenses relating to attendance at the meeting;
- Two scholarships to cover registration fees for one full day or up to two half-day MARAC workshops; and
- Two awards of up to $250.00 to assist individuals with travel funding for the meeting.

QUALIFICATIONS: For eligibility, you must currently:

1. Be employed in the MARAC region in an archival or archives-related position, **OR**
2. Be enrolled as a graduate student in a program that includes courses in archival administration.

TO APPLY: Submit a current resume; a cover letter indicating whether you are applying for the meeting scholarship, workshop scholarship, or travel award and including a statement of the expected benefits of attendance; and a letter of reference from a person with knowledge of your work or educational program. For the travel award and meeting scholarship, include an estimate of expenses.

All applications should be sent by email to mary.rephlo@nara.gov, with a hard copy by fax (202-208-1903) or mail to the current chair of the MARAC Education Committee:

Mary Rephlo
West Moat
National Archives Building
700 Pennsylvania Avenue, NW
Washington, DC 20408

DEADLINES: The deadline for receipt of applications is March 1.

FURTHER INFORMATION: For information on upcoming MARAC meetings, see **www.lib.umd.edu/MARAC/maraccon.htm.**

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Cover image:
The New Jersey State House, second oldest capitol building in continuous use in the United States.
Photo courtesy of the New Jersey State Archives, Department of State.

Steering Committee Summary—Fall 2002

October 24, 2002, Poughkeepsie Grand Hotel, Poughkeepsie, NY.

The meeting was called to order at 6:45 p.m. The minutes for the Summer 2002 meeting were approved.

CHAIR

Chair Jeff Flannery spoke with Phil Kimball concerning the charging structure for out-of-pocket costs. Phil offered to reduce the increased out-of-pocket fees from $225 to $195. The Finance Committee recommends approving this rate.

Jeff has written two letters of concern on behalf of MARAC this quarter: One letter was sent to the President of Teacher's College in New York City objecting to closing the special collections department and dismissal of the four staff members. Professional archivists will no longer administer the special collections, which have rich holdings in education. The President of Teacher's College suggested that Jeff talk to the acting director of the library. Jeff has been unable to speak with him to date.

Another letter was sent to the board of trustees of Frederick County Libraries stating that the policies of the Maryland Room are in keeping with professional standards concerning the use of primary materials and are not—as one user stated—"draconian."

ADMINISTRATOR

The reminder notices for the 2002–2003 Membership Renewal went out on October 4th to approximately 330 members. As of this writing, there are 240 out of 1,083 members who have not yet renewed.

Any member who does not renew by the end of this month will receive an e-mail notice (if we have their e-mail address) notifying them that they will be removed from the membership database on November 1. As always, lapsed members are not deleted; they are simply removed to a separate table in the database.

State caucus memberships are as follows: DC–197; Delaware–31; Maryland–159; New Jersey–130; New York–269; Pennsylvania–214; Virginia–147; West Virginia–14. All caucus reps will be sent updated caucus lists once the lapsed members are removed from the membership database. Please note that some members belong to more than one caucus, so total membership numbers will not match up with state caucus numbers.

AD HOC COMMITTEE FOR ADMINISTRATIVE SERVICES

As mentioned in the Chair's report, the Finance Committee recommends accepting the compromise fee increase for out-of-pocket expenses. A vote was taken and the Steering Committee voted to retain Kimball & Associates and accept the fee increases.

VICE CHAIR AND MEETINGS COORDINATING COMMITTEE (MCC)

The Program co-chairs for the joint MARAC/NEA meeting (Poughkeepsie, NY, Oct. 23–26, 2002) are Alison Oswald (MARAC) and Barbara Austen (NEA) and the LAC co-chairs are Christine Crawford-Oppenheimer and Brian Keough. They have done a wonderful job in putting together a great program and local arrangement activities. As of this date, all but one workshop is either at the maximum number or close to it. Attendance for the meeting is 1/3 NEA, 2/3 MARAC.

The Spring 2003 meeting (Trenton, NJ, April 24–26, 2003) will be held at the newly built Lafayette Yard Marriott Conference Hotel. Karl Niederer and Ben Primer are LAC co-chairs and Gary Saretzky and Alex Magoun are PC co-chairs. A budget has been prepared and was shared with MCC. It will be presented to Steering Committee. Marc Mappen will be the luncheon speaker and it is anticipated that Ian Burrough, of Hunter Research, will be the plenary speaker. Vendor/exhibitors are going to be coordinated with the newly formed MARAC Development Committee. Bob Sink will be the lead for the workshops. The theme of the program will be "Revolutions in Archives." There are 21 sessions in various stages of completion. Cheryl Stadel-Bevans is the program editor and has set up and sent a schedule.

LAC co-chairs for the Fall 2003 meeting (Gettysburg, PA, Oct. 29–Nov. 1, 2003) are Pam Whitenack and Christine Amadure, and Jim Gerencser and Karen Drickamer are PC co-chairs. A contract has been finalized and signed with the Gettysburg Inn. It has been harder and harder to secure a hotel registration cut-off date close enough to the actual conference date. The other stumbling block has been facility charges. In the past if MARAC filled the room quota there were no meeting room charges, but now there are. We also had to negotiate getting the Gettysburg Inn to provide space in nearby hotels since the Inn could only give us 155 rooms. The will secure an additional 30 rooms at nearby hotels at the same rate. Tour ideas have been discussed; the Eisenhower Farm Historic site is being looked into for the reception. Pam Whitenack will be the vendor/exhibitor person and will work with the Development Committee. Cheryl Stadel-Bevans has set up and sent Gettysburg a schedule for program printing.

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STEERING COMMITTEE FROM PAGE 2

MARAC has had discussions with Holiday Inn Downtown Silver Spring representatives regarding two issues around the Spring 2004 meeting: 1) facility costs—the hotel was charging nearly $8,000 for room rental fees, and 2) cut off date time frame. Their expectations did not seem financially feasible for MARAC. Kristine Kaske will look into hotels in the Northern Virginia area for a possible site.

Debora Rougeux and Ed Galloway have agreed to be LAC co-chairs for the Fall 2004 meeting (Pittsburgh, PA); Debora is looking into hotels.

Ben Primer and Karl Niederer, LAC co-chairs for the Trenton meeting, offered a proposal for a one-time experiment on delivery of the program: sending a broadcast e-mail and a postal card saying the program is available online for downloading and giving the Web address. There would be the option of sending the card back to request a printed copy of the program. Princeton would cover the administrative details and make certain that the program is configured properly to ease printing problems; both HTML and PDF formats will be available. There was some discussion as to ensuring the vendors have program information. Delivery of the information in a primarily electronic format would change the schedule for printing the program. Ads will be in computer form as well as the printed program. Discussion followed the proposal: We will need to have a backup when Princeton is not involved; the post-cards will need to be eye-catching since this is such a change; concern was expressed since usually people receive the program and *then* realize they need to register; we do not have e-mail addresses for everyone; the change should be publicized everywhere and written up in MAA. A vote was taken to try this as a one-time experiment; the ayes had it, with one opposed. The LAC will work with Catherine Payson to monitor how registrations are compared with other conferences.

The Development Committee is taking the lead in coordination with vendors at meetings.

TREASURER AND FINANCE COMMITTEE

Third Quarter income came from membership dues, publication sales and advertising, bank interest, Fall 2002 conference income, and contributions. Expenses are from Kimball & Associates management fees, Steering Committee travel, publication of the MAA, and Spring and Fall 2002 conference costs.

The latest financial information from

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Towson indicates that the profit is $13,575.94. The preliminary financial information from Poughkeepsie reflects a deficit due to the high costs associated with the program printing. Attendance numbers are good and a profit is likely.

The Finance Committee recommends approval of the Trenton budget as submitted to the Steering Committee. The Finance Committee also recommends approval of the change in out of pocket expenses for Kimball & Associates.

The Finance Committee recommends approval of the proposal of the Development Committee. Previously, the Finance Committee has agreed to a set amount to be devoted for investing with Jerry Cannizzaro.

Steve Dalina will withdraw money from the old account.

The annual MARAC audit will be conducted at this meeting. The Treasurer would like to thank those members of the Finance Committee who will undertake this task. The Treasurer would also like to thank John Celardo for his service to the Finance Committee. John is rotating off the committee after this meeting, having served two terms.

There was discussion about the budget submitted for the Trenton meeting. An objection was raised that the proposed budget included no hotel costs other than AV. Gratuities, coffee breaks, etc., were not included. It was suggested that the budget be changed to reflect miscellaneous charges and that $3000 be added to hotel costs. There was discussion on whether the Steering Committee may make changes, or whether the proposed budget has to be rejected, sent back to be changed, and resubmitted. The decision was made to add in the $3000 to hotel costs and have the MARAC Treasurer make the necessary changes to the document. A motion was made and seconded that we accept the Trenton spring conference budget with amended hotel charges of $3000.

The proposed changes in out-of-pocket expenses by Kimball & Associates were voted on and approved.

ARCHIVIST

As earlier reported, the MARAC Archivist has been working on updating the finding aid to the MARAC Archives. There is still time for new accessions to be incorporated into the core collection and represented in the updated finding aid.

The Archivist has supported efforts to highlight MARAC's 30th anniversary year by preparing a flyer for inclusion in the registration packets. This flyer contains information on the history of MARAC (particularly its first year) and a facsimile of the first issue of our newsletter. In addition, the Archivist has provided the Poughkeepsie LAC with a list of all the individuals who were members during the first ten years of MARAC (1972–1982) for potential recognition at the upcoming meeting. The Archivist has also worked with Jeff Flannery and Danna Bell-Russel in preparing a new set of Service and Custer Award certificates.

COMMITTEES

Education

Committee member Teresa Mora is serving as workshop coordinator for the Poughkeepsie meeting. MARAC/NEA is offering four workshops at the Poughkeepsie meeting. None of them had to be cancelled. The SAA workshop on copyright is also taking place in conjunction with the meeting.

Bob Sink has graciously agreed to coordinate the workshops for Trenton. He has been in touch with the Trenton LAC. Proposed topics include combined MARC and EAD, combined microfilming and digitization, exhibit preparation, starting an archive, and introduction to archives.

Fernanda Perrone, Rutgers University, has agreed to join the Committee, and to serve as workshop coordinator at Gettysburg.

The Committee was able to give a full set of scholarships and travel awards for the Poughkeepsie meeting. [*See page 24 for the winners–ed.*]

There was discussion at the meeting about the registration form's $10 differential in workshops between members and non-members. There is a $35 differential for conference registration between MARAC members and non-members, but paying that additional $35 makes you a MARAC member, so perhaps we should drop differential for workshops. The Towson meeting did not have workshop differentials. If someone is doing a workshop only and not paying to register and become a member, perhaps they should pay more. Language to this effect should be added to the registration form. Steering Committee did not vote on this issue, but took it as an advisory.

Nominations

Nominations are currently being sought for the following slots: Chair, Vice-Chair, Representatives-at-large, Nominations and Elections Committee (3 seats), and Custer Award Committee (2 seats). Two outgoing members of the Steering Committee must fill two seats on the Nominations Committee.

Outreach

Serena Deglin of Delaware is a new Committee member. A vote was taken on the recommendations for

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Welcome New Members!

John Ansley — *Marist College*
John Armstrong — *The Historical Society of Pennsylvania*
George Arnold — *American University*
Susan Benz — *Brooklyn Public Library*
Sharmila Bhatia — *National Archives & Records Administration*
Erica Blumenfeld — *Lower Hudson Conference*
Bridget Bower — *Ithaca College*
Rita Cacas — *National Archives & Records Administration*
Patricia Carroll-Mathes — *Southeastern New York Library Resources Council*
Wyvonia Carter — *National Archives & Records Administration*
Eileen P. Corcoran — *Upstate History Alliance*
Dr. Delight W. Dodyk — *Women's Project of New Jersey, Inc.*
Rachel M. Donaldson — *State University of New York, Albany*
Chris Ellwood — *Monmouth University*
Jennifer Evans — *Folger Library*
Laura Finkel — *Cornell University*
William T. Fischer — *Montclair Free Public Library*
Marva W. Frazier — *National Archives & Records Administration*
David R. Grinnell — *Historical Society of Western Pennsylvania*
Susan H. Gulick — *Morristown & Morris Township Library*
Jennifer Halloran — *IBM*
Bea Hardy — *Maryland Historical Society*
Michelle Harvey — *The Museum of Modern Art*
Kenneth Henke — *Princeton Theological Seminary*
Ann Hentges — *Catholic Diocese of Buffalo*
Mark Kahn — *National Air & Space Museum*
Barbara Todd Kerr — *Data Strategies & Development*
Julie A. Ludwig — *Frick Art Reference Library*
Dianne Macpherson — *Lower Hudson Conference*
Heather Mason MacRae — *National Arhives & Records Administration*
Gail Malmgreen — *New York University*
Elaine Massena — *Westchester County Archives*
Claire McGuire — *Haverford College*
Megan McShea — *University of Maryland*
Elllen Mehling — *Lighthouse International*
Nancy Melley — *National Archives & Records Administration*
David Mitros — *Morris County Heritage Commission*
Fruma Mohrer — *YIVO Institute*
Norma Nelson — *Albert Einstein College of Medicine Library*
Edwin M. Perry
Andy Potter — *NARA–Northeast Region*
Eillene Primrose — *Dominican Sisters of St. Catherine De'Ricci*
Andrea Pugsley — *National Archives & Records Administration*
Anne Ramsey — *Simmons College*
Jill Rawnsley — *Conservation Center for Art & Historic Artifacts*
Konrad Riecke — *University of Maryland*
Elizabeth Russey — *Union Theological Seminary*
Carol Salomon — *Cooper Union Library*
Ariel Segal — *University of Maryland*
Joan Seidman — *University at Albany*
Nancy M. Shader — *Princeton University*
Bethany J. Sheffer
Linda S. Snyder, CRM — *Hudson Microimaging*
Daniel Sokolow — *North Shore Long Island Jewish Health System*
Miriam B. Solomon — *Essex County Parks Archive*
Karen Spern — *Vidipax*
Cheryl Stoeber-Goff — *Monmouth County Park System*
Dawn Tinnell — *Virginia Historical Society*
John S. Weeren — *Moravian College & Moravian Theological Seminary*
Melitta White — *Adirondack Community College*
Melinda Zack — *Historical Society of Delaware*

STEERING COMMITTEE FROM PAGE 4

service awards: all ayes. There was some discussion about the Distinguished Service Award; Jennie will update the form and send out to list for nominations. Sending positive recognition letters was seen as an activity for the Outreach Committee. There was discussion about when the best time would be to ask for nominations. The Committee will ask caucus reps once a year or so for recommendations, although recommendations may be made at any time.

Membership

The membership survey will be updated shortly to incorporate changes. There was discussion about whether a separate category for volunteers and part-time employees, with a lower membership fee, should be established; it was decided not to pursue this action at this time. The next mailing will be sent to smaller organizations. The salary survey requested for next year will be tabled. A question arose about the salary sur-

SEE STEERING COMMITTEE ON PAGE 8

MARAC Invades Trenton!

Just like General Washington's troops, MARAC will storm Trenton, New Jersey for its Spring 2003 meeting, April 24–26. This meeting marks the first time MARAC has ever met in Trenton, and for those of you who wonder why, Trenton last had a hotel in 1977. Fortunately, the Lafayette Yard Marriott Conference Hotel opened in April 2002, complete with its Archives restaurant, featuring actual Hollinger boxes installed by the staff of the New Jersey State Archives (fortunately, that same staff is not doing the cooking or waiting).

The New Jersey State House Assembly Chambers, site of the Friday night reception and address by President George Washington.

Those attending will be able to enjoy the usual complement of MARAC workshops and an array of tours that include the Lindbergh kidnapping, Rare Books and Special Collections at Princeton, the new ReCAP books and manuscripts storage facility run jointly by Columbia, the New York Public Library, and Princeton, and the newly renovated New Jersey State Archives. We also expect to resurrect the MARAC film festival, and already half a dozen suggestions are in hand. If you have a film you think might be entertaining, please email your suggestion to albin.wagner@sos.state.nj.us.

At the Friday morning plenary session, conference participants will hear archaeologist Ian Burrow, Vice President of Hunter Research, Inc., speak on "The Dirt in the Documents," which will focus on his firm's use of archival resources for digs in New Jersey and Philadelphia. At the noon luncheon, Marc Mappen, Executive Director of the New Jersey Historical Commission, will deliver an address entitled "There's more to New Jersey than the Sopranos." Even more notably, the Friday evening reception will be held in the recently renovated New Jersey State House, the second oldest capitol in the nation; and will be attended by none other than the Honorable George Washington.

Befitting a city that hosted Hessians during the American Revolution as well as companies that made everything from suspension-bridge cable to condoms in the Industrial Revolution, the Program Committee has organized a set of twenty-one sessions centering around the theme "Revolutions in Archives." Whatever the size or nature of our organizations, we all contend with the challenges, chances, and implications inherent in the global and cultural conversions to digitally inputted, edited, transmitted, and displayed information. We all face new opportunities and challenges in documenting recent events, processing public papers, staffing our archives, and educating our young and our public on history and the need to preserve it. We all hold in our collections documents demonstrating change over time—sometimes revolu-

The Lafayette Yard Marriot, site for MARAC Spring 2003.

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THE TRENTON MARAC LOCAL ARRANGEMENTS COMMITTEE? NO, REVOLUTIONARY WAR RE-ENACTORS.

tionary, sometimes evolutionary—in politics, race, gender, sports, science, housing, religion, and photography. In Trenton, you can look forward to stimulating sessions on the changes in the big archival picture and the devils in the digital and historical details.

The committees planning the meeting in Trenton also will be revolutionary in a new sense. In a trial run for an innovative approach to the program distribution, the committees will be sending every MARAC member a postcard once the program is posted on the web. Members will have the option of downloading the program for themselves online (or selected portions thereof, like the registration and hotel forms) or alternatively writing, emailing, or calling to request a hard copy of the program. We hope most people will utilize MARAC's first electronic program, which will enable us to save tons of money on printing and mailing. All those attending the conference itself will receive a hard copy of the final program, which will be more up-to-date than the one now on its way to members.

Please make your plans now to join us in Trenton, the turning point of the American Revolution, from April 24 to April 26, 2003.

Ben Primer
Karl Niederer
Local Arrangements Co-Chairs

Gary Saretzky
Alex Magoun
Program Co-Chairs

All photos courtesy of the New Jersey State Archives, Department of State. Special thanks to Daniel Noonan.

SAA Spring 2003 Education Schedule

More information on these offerings can be found at:
www.archivists.org/prof-education/seasonal_schedule.asp

Archival Cataloging as a Component of Description
February 24, 2003–February 25, 2003
Austin, TX
Melissa Delbridge, Duke Special Collections Library Duke University
Lynn Holdzkom, University of North Carolina, Chapel Hill

Archival Perspectives in Digital Preservation
February 27, 2003–February 28, 2003
Tucson, AZ
Paul Conway, Duke University Libraries

Advanced Electronic Records: Design, Implementation and Evaluation
March 20, 2003–March 21, 2003
Edwardsville, IL
Anne J. Gilliland-Swetland, University of California, Los Angeles

Encoded Archival Description
March 24, 2003–March 25, 2003
New Orleans, LA
Kris Kiesling, Harry Ransom Humanities Research Center University of Texas at Austin
Michael Fox, Minnesota State Historical Society

Style Sheets for EAD—Delivering Your Finding Aids on the Web
March 27, 2003–March 28, 2003
New Orleans, LA
Kris Kiesling, Harry Ransom Humanities Research Center University of Texas at Austin
Michael Fox, Minnesota State Historical Society

Encoded Archival Description
May 8, 2003–May 9, 2003
New York, NY
Kris Kiesling, Harry Ransom Humanities Research Center University of Texas at Austin
Michael Fox, Minnesota State Historical Society

STEERING COMMITTEE FROM PAGE 5

vey: Should salary information be tied to people's names? Feedback for electronic format for dissemination of program will be captured on the survey. The survey is limited to five questions. The sample questions will be discussed at the January Steering Committee meeting. The response rate was 95% for last survey.

Arline Custer Memorial Award

Awards will be given at the Business Meeting.

Finding Aids Awards

Brian Keough will be leaving the Committee in the spring.

Publications

The Committee is reviewing candidates to fill the two Committee vacancies.

The Committee is considering proposals to reform the selection and editorial review process for the occasional paper and technical leaflet series, and the recruitment of qualified authors. The publication of recent submissions has been delayed owing to the quality of the writing and information content, questions surrounding the authorship of one leaflet, and the inability of authors to submit manuscript drafts in a timely fashion. The Committee will also discuss the adoption of standards, procedures, and a time line to receive, review, and revise prospective publications.

The Committee is moving ahead with two technical leaflet publication initiatives. Sue Kellerman (Head of the Preservation Department, Penn State) will prepare a technical leaflet devoted to the planning of digital projects. Susan Hamburger (Manuscripts Cataloging Librarian, Penn State) is working on a publication pertaining to architectural collections. The Committee is also seeking a qualified author for a leaflet or paper on archiving the records of religious institutions.

There is a problem about what to do with old papers submitted for a publication slated for completion after the State College meeting. There are problems with Penn State Press. Jim Quigel wants to follow up on a promise of publication made to the authors, but publication may not be possible. There was discussion about Web site corrections, content, placement, etc. The Committee will give the Web site quality review.

The Committee Chair has been working with Katy Rawdon-Faucett (Editor, MAA Newsletter) and Susan Hamson (Associate Editor, MAA) to monitor the costs involved in printing and distributing the newsletter. Some expenses associated with the processing of the mailing list and labels have been reduced by forwarding an electronic distribution list directly from Kimball & Associates to Communications By Design. However, we continue to go over our targeted per issue budget of $3,000 to $3,200, generally due to labor costs associated with late editing and layout changes. Recent issues have also cost more owing to the placement of ads with graphics and images, and larger issues in terms of pages. Katy and Susan are doing an excellent job whittling away at future costs by keeping the MAA within a manageable range of 24–26 pages, standardizing some of the layout, and the judicious use and placement of images. If there are no unforeseen increases in labor costs we hope to hit our target budget for the Winter issue and beyond. Early submission of material for inclusion in the newsletter allows the editors more time to devote to the preparation and layout of the next issue, and presumably less editing and layout changes. Quarterly publications sales (July 16–Oct. 15, 2002) totaled 7.

Development

The Committee has been working with the Trenton LAC staff who are working with vendors. They have put together a package that includes a letter to prospective vendors who may be interested in coming to Trenton, a list of upcoming MARAC conferences, and a form to register for the Trenton Conference. This package was mailed in late September, and included contact information for Poughkeepsie in case there were any late registrations from vendors. The issue of the timing for the mailing of this package will be discussed at the Committee meeting in Poughkeepsie.

In the process of putting together this package a new vendors' mailing list was created that will be updated with each meeting. It was used to send out this first mailing, and will be used again by the LAC in Trenton for any future mailings and follow up contacts.

The Committee will also be working with Trenton Local Arrangements on Friday, October 25, to distribute information packages about Trenton to all of the vendors at Poughkeepsie.

At its meeting in Poughkeepsie the Committee will also be discussing an investment program, and providing assistance to the *Mid-Atlantic Archivist* in vendor advertising.

Discussion followed the report: The timing of the letters to vendors for the Fall conference was discussed; the letters will not be sent out for Fall before the Spring conference to eliminate confusion.

The committee wants to do some investing of MARAC's money. They made a recommendation to invest approximately $15,000 in a recom-

SEE STEERING COMMITTEE ON PAGE 17

Welcome to the New MARAC Development Committee!

The Development Committee is the newest of MARAC's standing committees. It began its existence in October 2000 as an ad hoc committee, and became a special committee in January 2001. Over the past summer, just after standing committee status was attained, the MARAC Chair named the permanent committee. The Committee consists of ten MARAC members, including the Chair who is an ex officio member.

The Development Committee is tasked with fund raising to assure revenue streams to support MARAC's educational programming. This includes a broad range of educational activities such as meeting scholarships, scholarships to workshops, and the Modern Archives Institute scholarship. The Committee also works with the Education Committee to provide funding for any educational activity or workshop that is deemed necessary. The Development Committee in conjunction with the Finance Committee is exploring ways to do fundraising with the MARAC membership, with vendors at conferences and workshops, and with other commercial entities that are connected in any way with the business of archives. Initial efforts include drafting the contribution letter that you all received with your dues renewal, and working with the Trenton Local Arrangements Committee to put together a standard package of information for vendors who will exhibit at this conference. The Committee is also beginning to look at how to improve advertising in the *Mid-Atlantic Archivist.*

As we continue to develop and refine our plans for fund raising we are happy to answer any questions or hear any suggestions that the membership may have. Please contact Jim Byers, Development Committee Chair at Byers.j.j@worldnet.att.net.

State and Local News

Delaware

After a routine check of Delaware memorabilia listed for sale on eBay, Delaware Public Archives archivist Bruce Haase was surprised to find a Blackbird Hundred tax book for 1910. Working with the Attorney General's office, eBay provided the necessary information to locate the buyer and seller of the document. With the cooperation of everyone, the document was returned to the archives. The recovery of this volume means the archives now has a complete set of state tax records for 1910.

In October, the Delaware Public Archives held a successful World War II program in the Mabel Lloyd Ridgely Research Room. Not only did the event include a guest speaker and music from a big band, but also on display for the first time were thirty propaganda posters from the time period. Oversized and in color, they showed a wide array of subjects, including the promotion of the war bond drive and home front activities supporting the war effort.

An article written by Delaware Public Archives records services manager Joanne Mattern appears in a new publication from Scarecrow Press, *Moving Archives: The Experiences of Eleven Archivists*. The book is a collection of clear, systematic, rational, and sometimes humorous accounts of how archivists coped with unfamiliar and difficult activities in their institutions. Joanne chronicles her account of the transfer of the DPAs records from a storage facility into the newly built archives building. *Moving Archives* should be available in December 2002.

On October 12, 2002, the Historical Society of Delaware, in conjunction with WHYY, the PBS affiliate in Wilmington, sponsored a program called "Trash or Treasure." The general public was invited to bring in family treasures, including furniture, glassware, silver, books, manuscript material, and ephemera for evaluation. MARAC member Connie Cooper lent her expertise to the event as manuscript and ephemera appraiser.

With its manuscript collections finding aids now online, the Helen Farr Sloan Library at the Delaware Art Museum has an updated and expanded web presence on the museum's web site. The collections focus on three major collecting areas, each complementing the strengths of the museum's permanent art collections: the papers of Pre-Raphaelite art collectors Samuel and Mary R. Bancroft, Howard Pyle and American illustration, and John Sloan and The Eight. The manuscript collections and library are open to the public during the museum's stay at the First USA Riverfront Arts Center in Wilmington as construction and renovation continues at the museum's permanent home on Kentmere Parkway. Visit the DAM online at www.delart.org.

The H. F. du Pont Winterthur Museum library's new exhibition, "Fashionably Dressed: Women's Clothing in America" opened on October 25, 2002. Curated by Jeanne

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Solensky, the exhibit focuses on several themes, including sewing, shopping, fashion follies, the dress reform movement in the 19th century, and French and English connections. Featured from the museum's manuscript and rare book collections are fashion plates, swatches of historical fabric, paper dolls, a handwritten sewing book with samples, and an image of Shaker women sewing.

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D.C.

The DC Archivist had an active fall. On September 12, 2003 the DC Caucus was invited to an afternoon at the National Gallery of Art's Gallery Archives. Maygene Daniels, her staff, NGA conservator Connie McCabe and NGA photographer Lorene Emerson gave an educational and enjoyable afternoon of photographic preservation information and demonstrations. Over 30 members participated in this event.

The Caucus Archives Fair, held on October 10, 2002 at the Ripley Center of the Smithsonian Institution, was a great success. The event ran from 12 noon until 7pm. The highlight of the day was the lecture by Dr. Thomas Battle. Dr. Battle, director of the Moorland-Spingarn Research Center at Howard University, discussed the challenges of collecting material that documents African-American history. Battle's talk was followed by a panel discussion of the problems with and progress in collecting African-American archival material. The panelists were Doris Rich, author of *Queen Bess: Daredevil Aviator*; Paul Silbermann of the National Air and Space Museum, processing archivist of the Benjamin O. Davis Jr. papers; and Judith Korey, curator of the Felix E. Grant Jazz Archives at the University of the District of Columbia. The following repositories participated in the 2002 DC Caucus/MARAC Archives Fair: Archives of American Art, SI; Archives of American Gardens, SI; Charles Sumner School Museum and Archives; Corcoran Archives; District of Columbia Public Library—Washingtoniana Division, Goodwill Archives; George Washington University; Howard University, Historical Society of Washington DC, Moorland Spingarn Research Center; Marine Corps Research Center; National Academy of Sciences; National Air and Space Museum Archives Division, SI; National Archives and Records Administration; National Museum of Health and Medicine; University of Maryland; Library of Congress, Manuscript Division; American Red Cross; National Anthropology Archives, SI; Felix E. Grant Jazz Archives, University of the District of Columbia; National Museum of American History, SI; George Mason University Special Collections & Archives; Freer Gallery of Art and Arthur M. Sackler Gallery, SI; U.S. Senate Historical Office and the Architect of the Capitol; Smithsonian Institution Archives; and the Defense Technical Information Center.

Caucus members are again being asked to join our Yahoo! listserve MARAC-DC. In order to have better communication between members, MARAC-DC is exclusively used by the DC Caucus for announcements of Caucus tours, MARAC meetings, and items of interest to archivists in the DC area. Due to email address changes at NARA, many individuals who were previously on the list have had to re-subscribe.

The Library of Congress opened a high density storage facility in Ft. Meade, Maryland. It will house nearly 1.5 million items. The dedication ceremony was held on Monday, November 18, 2002. This is the first module of the Library's high density storage facility on a 100-acre site at 100 Meiges Road in Ft. Meade. The construction is under the supervision of the Architect of the Capitol. James H. Billington, Librarian of Congress; Alan Hantman, Architect of the Capitol; and invited guests, including members of Congress, congressional staff, Library of Congress and Architect of the Capitol staff attended the event.

This is the first major new building constructed for the Library of Congress in more than two decades; the high-density storage facility will go a long way toward meeting the future storage needs of the Library's ever-growing collections. The move of less-frequently used items to Ft. Meade will permit the reconfiguration of collections that remain on Capitol Hill so that they can be housed in closer proximity to the reading rooms where they are used. It will also allow the Library to consolidate its operations and release rental space that it now occupies in other locations. Materials stored at Ft. Meade will continue to be accessible to readers, because there will be twice-daily deliveries from the off-site storage facility to the Library's campus on Capitol Hill. The storage facility has been designed to maximize the available storage capacity; items will be shelved by size in boxes developed to accommodate that specific size item. Individual items and storage boxes will carry discreet barcodes and will be retrieved via the Library's computerized Integrated Library System (ILS) and special warehouse tracking software.

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Maryland

The University of Maryland Special Collections-Hornbake Showcase series has already featured two events: the opening of the Harry Clifton Byrd exhibit on September 13, in their new exhibit space adjacent to the Maryland Room, and a lecture by Dr. Ben Shneiderman, Professor of Computer Science and generous donator of papers, relating to his new book. The third event, highlighting the papers of former ambassador James Bruce, will be on October 30 from 2–4. Bruce's daughter, Louise Este Bruce, has donated money for a graduate assistantship to process Bruce's papers. Christie Lutz (formerly at Princeton) has been hired to do the job. The Showcase will run through May of next year, but they hope to continue to have events after that period. For more information consult the Showcase web site at www.lib.umd.edu/HBK/showcase.

The Broadcasting Archives at Maryland has moved into newly renovated digs on the third floor of Hornbake Library.

University of Maryland Archives and Manuscripts recently received twelve boxes from the Maryland Chapter, National Organization for Women.

This fall, University of Maryland University Archivist Anne Turkos and her graduate assistant are hard at work on another homecoming exhibit. The annual commemoration of Maryland's Homecoming game is always detailed and informative, and visitors to campus really enjoy them.

At the beginning of December 2002 the Columbia Archives relocated to the first floor of another Town Center office building, the American City Building, 10227 Wincopin Circle, Columbia. The building is named for the American City Corporation, a subsidiary of the Rouse Company that applied the experience of planning a new city to the restructuring of old cities in the 1970s. While moving an archives is a daunting task, they are excited about the move as it will give the Archives more visibility, a clearer identity as the preservers of Columbia's history, and position them for more public outreach programs and exhibits.

In conjunction with the Student Archivists of Maryland and the Maryland and DC Caucuses, the College of Information Studies at the University of Maryland hosted a program entitled "Flowers After the Funeral, The Meaning of Libraries, Archives and Museums in the Post 9/11 World" given by Dr. Richard Cox, Professor, School of Information Studies, University of Pittsburg. The presentation took place on November 14, 2002 in the Special Events Room of McKeldin Library at the University of Maryland.

Beatriz B. Hardy, Ph.D. has recently been named the France-Merrick Deputy Director for the Library of the Maryland Historical Society. Bea was formally Outreach and Program Manager for National History Day.

Student Archivists at Maryland (SAM) (an official student chapter of Society of American Archivists) has elected their 2002–2003 Officers. They are President: Jill Reilly, Treasurer: Sarah Heim, and Secretary: Joanne Archer.

Activities this fall have included an informal meeting with University of Maryland Libraries' literary manuscripts curator, Beth Alvarez, followed by a tour of the Katherine Anne Porter Room. As part of their Archives Week celebration, they toured the Riversdale Historic Home with the Riversdale historian, who discussed how the Calvert family's manuscript materials guide the interpretation of the house. As for social events, SAM hosted an ice cream social and a potluck movie night, and took an excursion to the Maryland Renaissance Festival. On November 15, Richard Cox gave a lecture at the University of Maryland College of Information Studies, and SAM co-sponsored this event. SAM's web site, kept site up to date with announcements for events and photographs from past events is www.inform.umd.edu/StudentOrg/sam.

Frederick County Public Libraries recently announced that it has purchased three museum-quality exhibit cases for the Maryland Room of the C. Burr Artz Central Library. The cases were purchased using funds received from the John Ben Snow Memorial Trust. The present exhibits feature pamphlets and postcards of Frederick churches, children's schoolbooks spanning the years 1846–1938, and documents from the Maryland Room's rare collection of Thomas Johnson papers.

The University of Maryland Libraries Preservation Department has been doing a lot of outreach lately. For the McKeldin Library Open House in September, they prepared an exhibit designed to elicit cooperation with our no-food-in-the-library policy. The exhibit, "Guess Who's Coming to Dinner," comes complete with colorful posters, bookmarks, and table tents showing the consequences of bringing food and drink into the building: insects and rodent pests. Campus Pest Control Supervisor, Charles Kramer, was featured in a program on "Pests in the Library." Mr. Kramer gave a slide presentation and introduced concepts of integrated pest management to sensitize staff to their role in protecting collections from the hazards of food and drink in the buildings.

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The Library of the Maryland Historical Society will be closing on June 1, 2003, for renovations and expansion. The Library will re-open, bigger and better than ever, sometime in September 2003. We apologize for any inconvenience this may cause.

Nancy J. Davis has joined NARA's Preservation Programs staff as the new National Preservation Program Officer for the Presidential Libraries (NWT-L) to address the broad range of Presidential Library preservation concerns, including collection assessment, exhibition, emergency preparedness, and preventive conservation. Ms. Davis holds an MS with a Certificate in Conservation from the University of Delaware/Winterthur Museum, where she majored in objects.

National Preservation Program Officer for Regional Records Services (NWT-R) Miranda Martin resigned September 13, 2002. Ms. Martin will begin a new career in the Department of Defense.

Norvell Jones, Chief of the NARA Document Conservation Laboratory retired July 3, 2002.

Mary Lynn Ritzenthaler is the new Chief of the NARA Document Conservation Laboratory. Graduate of Wayne State University with a BA in English and an MSLS with concentration in archival administration, she studied bookbinding and conservation at the Newberry Library with Bill Anthony and Paul Banks. Before coming to NARA in 1985, she worked as Assistant Manuscript Librarian/Associate Professor at University of Illinois at Chicago Circle and later as Director, Basic Archival Conservation Program at the Society of American Archivists.

Hilary Kaplan has joined the NARA Document Conservation Laboratory staff. Hilary served as Conservator and Preservation Services Manager for the Georgia Department of Archives and History and as Head of Conservation for Emory University Libraries. A 1987 graduate of Columbia University's Conservation Education Program, she is currently serving her second term as Secretary on the Board of the American Institute for Conservation (AIC).

Before joining NARA as a paper conservator, Susan Peckham worked on the preservation and treatment of works of art on paper at the National Anthropological Archives of the Smithsonian's National Museum of Natural History. She holds a Master's degree in art conservation from Buffalo State College.

Previously at the US Holocaust Memorial Museum, Allison Olson joins NARA as a paper conservator. Her latest project was the conservation and installation of "The Art and Politics of Arthur Szyk," an exhibition exploring the Holocaust through Szyk's political cartoons. Allison received her Master's degree in conservation from Queen's University in Ontario, Canada.

Digital Imaging Specialist Jeffrey Reed comes to NARA from Rieger Communications and has a background in photography and digital imaging.

Digital Imaging Specialist Erin Rhodes comes to NARA from the University of Chicago and has a background in digital library projects and library/archives preservation.

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New Jersey

To celebrate Archives Week, the Monmouth County Archives planned an Archives Week celebration, including Archives and History Day on October 12, 2002.

On October 10, the Monmouth County Archives in Manalapan hosted two workshops for archivists, librarians, and historical society volunteers on archival collection management and photographic conservation. MARAC members Joseph Klett, Ellen Callahan, and Gary Saretzky were the instructors. Attendance was 51 for the two workshops.

On Archives and History Day, October 12, the keynote speaker was Benjamin Franklin, portrayed by Dean Bennett of the American Historical Theatre of Philadelphia. In conjunction with Ben Franklin's presentation, the Monmouth County Archives staff developed a special exhibit about the Revolutionary War Era with assistance of Dr. David Fowler, formerly director of the David Library of the American Revolution. The exhibit, consisting of color facsimiles of archival documents from the New Jersey State Archives, Rutgers University Special Collections, New Jersey Historical Society, and Monmouth County Archives, was displayed in the lobby of the Monmouth County Library for the month of October. A concurrent exhibit of literature from history organizations throughout New Jersey was also on view.

A number of awards were presented by Monmouth County, MARAC/NJ, and the New Jersey Studies Academic Alliance. The Monmouth County Archives received the annual institutional award from MARAC/NJ in recognition of seven years of Archives Week programming.

After a lunch break, Howard Green of the New Jersey Historical Commission chaired a symposium on oral history projects in New Jersey. Other programs during the day

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included videos and a book repair workshop.

Sixty-six archives, historical societies, and other history-related organizations exhibited at tables in the exhibition hall. About 300 people attended all or part of the event. A copy of the program is available at www.visitmonmouth.com/archives.

Two new collections were processed recently by Erin Coffey at The New Jersey Historical Society. The Captain Lyman F. Barry Collection includes diaries of and photographs related to Captain Lyman F. Barry, who served in the U.S. Army from at least 1922 to 1945. By 1922 he was a Second Lieutenant and served, both in the United States and overseas, as a Captain during World War II. The John Joseph Toth Collection contains photographs, papers, and newspaper articles relating to John Joseph Toth's career as a New Jersey State Trooper. Toth was born in Trenton, New Jersey in 1929, and worked as a television repairman before entering the New Jersey State Police Academy in 1954. He also received training at the Keeler Polygraph Institute in Chicago, and was the polygraph examiner in the first New Jersey trial that admitted polygraph results as evidence. For more information on these collections, contact Chad Leinaweaver, Director for the Library, The New Jersey Historical Society, 52 Park Place, Newark, NJ 07102, (973) 596-8500, ext. 240, fax: (973) 596-6957, TTY/TDD (800) 852-7899 (NJ Relay Service), cleinaweaver@jerseyhistory.org, www.jerseyhistory.org.

A new collection of materials was received by the Msgr. William Noe' Field Archives and Special Collections Center of Seton Hall University in November. Once processed, the Dr. Francis Monroe Hammond Collection (c. 1905–1978) which includes letters, photographs, publications, and philosophy books will constitute a substantial grouping of research material related to the life of Seton Hall University's first African-American professor (1946–1954). Hammond also worked for the United States government (USIA and State Department) envoy during the 1950s and 60s in Morocco and throughout the continent of Africa. He was also a recipient of the James J. Hoey Interracial Justice Award (1951) and participated in several different Catholic Social Justice, Philosophy, and Social Psychology endeavors throughout the course of his professional life. A panel discussion on the life and work of Dr. Hammond was held on November 13, 2002 and an exhibit (currently on display through February 2003) has been established to chronicle the life of this important figure in school history. E-mail delozial@shu.edu for more information.

Celebrate history all year round with the Monmouth County Historical Association's first annual illustrated calendar! This spiral bound 2003 calendar features a glossy color photograph each month of artifacts, works of art, and manuscripts from the MCHA collections. Since 2003 marks the 225th anniversary of the Battle of Monmouth, over half of the illustrations depict artifacts and art that relate to that historic event. Featured on the cover is Dennis Malone Carter's 1856 painting of "Molly Pitcher Being Presented to George Washington." Available for only $15.00 plus $3.50 shipping and handling, this limited edition calendar can be ordered by mail. Send payment to: MCHA, 70 Court Street, Freehold, NJ 07728. Please call (732) 462-1466 for further information. Proceeds from the sale of each calendar will support the MCHA's historic properties and its ongoing educational programs. An image of the cover may be viewed at www.monmouth.com/~mcha/calendar2003.htm.

Founded in 1898, MCHA collects, preserves and interprets material related to the region's heritage. Since its beginning, the Association has made its outstanding museum and research collections available to the public through various programs and services. In addition, MCHA owns and maintains five important historic houses in Monmouth County. The Monmouth County Historical Association has a talent for making Monmouth County history come alive for visitors! MCHA's Main Museum and Library & Archives is located at 70 Court Street in downtown Freehold. Hours of Museum operation are: Sunday 1:00 to 4:00 p.m., Tuesday–Saturday 10:00 a.m. to 4:00 p.m. The Library & Archives are open Wednesday–Saturday, 10:00 a.m. to 4:00 p.m. The cost of admission is: Association Members, Free; Adults, $2.00; Seniors (62+), $1.50; Children (6–18), $1.00; and Children under 6 are free. Groups of ten or more should call in advance to schedule a tour. For membership and tour information, please call (732) 462-1466. For further information about the MCHA, visit their web site at www.monmouthhistory.org.

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New York

Survey on the World Trade Center Attack: The World Trade Center Documentation Task Force has designed a survey to collect information on records documenting the events of September 11th and its aftermath, and to collect information on repositories that are interested in collecting such records. The task force is a group of archivists, librarians, and records man-

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agers working to document the World Trade Center (WTC) attack, response, and recovery. Keep in mind that records can be recorded information in any format. The task force will use the information it collects to help determine what issues must be documented to ensure a comprehensive historical record and to determine preservation and cataloging needs for records related to the WTC attack. The task force will also use the results of this survey to match records creators with possible repositories interested in such records. If you know of people or organizations holding records related to the WTC attack and its aftermath or of repositories interested in collecting records to document this series of events, visit the following webpage for an online survey: dlib.nyu.edu/survey/.

NYS Archives Opens New Web site: The New York State Archives has recently revamped its entire web site. The current web site includes a brand-new design, improved navigation, and much new and updated information. There are three ways to access the web site: 1) via the main gateway at www.nysarchives.org, 2) through the New York State Archives homepage at www.archives.nysed.gov, and 3) through the New York State Archives Partnership Trust at www.nysarchivestrust.org. You will see many improvements and find a wealth of information related to archives and records management on the redesigned web site.

NYS Archives Receives NEH Grant: The New York State Archives, State Education Department, Albany, NY has received a conditional 30-month grant of up to $287,363 ($200,000 matching) for a regrant project to carry out documentation and arrangement and description projects addressing 1) the World Trade Center disaster and its impact on New Yorkers and 2) underdocumented groups, topics, and activities in the state. The first $152,418 in the NHPRC conditional grant may only be used for underdocumented groups, topics, and activities in New York State, and in addition, to develop an overall detailed plan for projects to address the World Trade Center disaster and its impact on New Yorkers. The Commission will review this plan before providing its final approval for the release of the remaining NHPRC funds.

NYS Comptroller's Records and the Archives: The New York State Archives' reference services unit was in the news in late September and early October, as reporters and other researchers sought access to Comptroller and candidate for Governor H. Carl McCall's correspondence files, accessioned by the Archives in 2001. The episode began when the *New York Post* began publishing stories about McCall's numerous letters of recommendation for job-seekers. Soon, members of other news organizations demanded access to McCall's correspondence. When the *Post* story broke, the Office of the State Comptroller (OSC) borrowed back the seven boxes and deleted personal addresses and a handful of other references not disclosable under the Freedom of Information Law (FOIL). OSC returned the boxes to the Archives within a few days. Archives staff then reviewed all documents, and removed from information that might be exempted from disclosure under FOIL before making the boxes available again. For a few days as many as nine reporters occupied seats in the research room before news attention shifted to other topics.

Closing of the Teachers College Special Collections Department: The Teachers College Special Collections was suddenly closed on August 26th this year without any advance notice. Teachers College, associated with Columbia University, is an important college of education in the country and their special collections was one of the premiere collections relating to the history of education in the United States. Both the Archivists Round Table of Metropolitan New York and MARAC wrote letters expressing concern about the closing of the special collections and about the college's plans to continue to protect and make accessible their special collections.

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Pennsylvania

The University of Pittsburgh's University Library System (ULS) will digitize more than 7,000 photographs depicting Pittsburgh's immigrant workforce, steel industries, public schools, civic "renaissance" of the mid-1940s and 1950s, and African American communities, thanks to a 2002 National Leadership Grant from the Institute of Museum and Library Services (IMLS). The images will be available worldwide on the ULS "Historic Pittsburgh" web site: digital.library.pitt.edu/pittsburgh.

The two-year, $242,157 grant requires collaboration between libraries and museums to create innovative access to a body of photographic material. The University of Pittsburgh's Archives Service Center, the Senator John Heinz Pittsburgh Regional History Center, and the Carnegie Museum of Art will work together to make their nationally significant visual collections of the Pittsburgh region accessible via the single Web gateway created and managed by the University's Digital Research Library.

The Historical Society of Pennsylvania has received a grant from the Pennsylvania Historical and Museum Commission (PHMC) to fund the processing of several Philadelphia and Southeastern Pennsylvania private relief and social service organizations. The collections span 200 years and have a combined length of well over 100 linear feet. Leslie Hunt, Manuscripts Archivist at the Society, will process the

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records of The Lighthouse, Union Benevolent Society, Children's Aid Society, Orphan Society, and Magdalen Society. She is joined by Project Archivist Rita Dockery, who will tackle the records of the Philadelphia Society for Organizing Charity, later known as Family Service. Rita, on leave from the London School of Economics, where she works as Preservation Librarian, may be familiar to MARAC folks from her stints at the American Philosophical Society and the Wagner Free Institute of Science in the 1990s.

HSP has recently completed two processing projects that were also funded by the PHMC. One project enhanced access to and preservation of the J.G. Brill Company Photographic Archive. Brill, a Philadelphia-based company, manufactured rail cars and engines from 1868 to 1944. Heavy use, age, and the chemical composition of the negatives had placed much of the collection at critical risk and in need of immediate care. Over the past year, a project archivist rehoused 19,900 user prints and 6,500 glass plate negatives, and the staff photographer created 6,200 new master negatives. A finding aid and an online exhibit for the collection was produced and are available on the Society's web site: www.hsp.org. The entire collection has been inventoried and entered into a keyword-searchable database, which soon will be available on the web site as well. This exhaustive photographic archive provides rich primary source material not only for those interested in transportation history, but also social historians and historians of labor, business, and other specializations.

For the second project, a project archivist processed seven archival collections of Asian-American organizations and individuals: The Indo-American Association of Delaware, The Southeast Asian Resource Center, Dean Yabuki, Tsiwen M. Law, Hilary Conroy, Vuong Thuy, and Yam Tong and Daisy Law Hoh. The finding aids are available on the Society's web site. These papers offer fascinating and important insight into the networks within Asian immigrant communities and across generations and successive waves of immigration.

The University of Scranton's Weinberg Memorial Library Heritage Room is hosting an exhibit titled *Scranton 1902*. The exhibit, a cooperative project between Weinberg Library Special Collections and the Lackawanna Historical Society, will provide a glimpse of Scranton at the turn-of-the-century. The exhibit, which will run until January 19, 2003, was assembled by students of Scranton School District's BEST Program under the direction of Mary Ann Moran of the Lackawanna Historical Society. The exhibit features artifacts and photographs grouped by themes such as Childhood, Architecture, and Transportation. For further information please contact Special Collections Librarian Michael Knies by phone at 941-6341 or via e-mail at Michael.Knies@Scranton.edu.

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Virginia

This year marked the first statewide celebration of Archives Week in Virginia. With the assistance of the Library of Virginia Foundation and the Library of Virginia, the MARAC Virginia Caucus was able to produce an Archives Week poster featuring images from collections around the Commonwealth. We acknowledge the work of Library of Virginia graphic designer Amy Winegardner in designing the poster and handling the production details. An image of the poster is available at the Virginia Archives Week web site: www.lva.lib.va.us/archweek/index.htm.

Virginia Tech hosted the Society of American Archivists "Cataloging as a Component of Description" workshop on October 7th and 8th.

Events at the Library of Virginia began with an agency breakfast featuring a reading of the governor's proclamation acknowledging Archives Week by State Archivist Conley Edwards. The Library of Virginia also hosted three talks: "Things 'They' Never Tell You: 30 Years in Archival Reference" by Robert Y. Clay, a former Research Archivist at The Library of Virginia; "The Active Image: Modern Approaches to Historical Maps" by Marianne McKee, Map Specialist and Research Archivist at the Library of Virginia; and "A Reporter's View: New Scoops from Old Documents" by Peter Hardin of the *Richmond Times-Dispatch*. The talks were well-attended and were a great success.

Thanks are extended to Library of Virginia staff members Jay Gaidmore, Kathleen Jordan and Sarah Nemey, for their hard work in organizing the events at the Library of Virginia and creating the web site. Also thanks to Conley Edwards for his support and ability to find resources to accomplish so much in our first statewide celebration of Archives Week.

On November 7th, the Southwest Virginia Archives & Historical Repositories Consortium (SVAHRC) met at the Bedford Public Library to learn about the mission and resources of the National D-Day Foundation and Memorial. The meeting opened with a presentation by State Archivist Conley Edwards, who reviewed the recent budget cuts at the State Library. Following Mr. Edwards, Carol Tuckwiller, Director of Research and Archives, gave a brief history of the Foundation, spoke about the current situation and reviewed future plans for expansion. After lunch, attendees visited the memorial site. Of particular interest was the level of detail

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that went into planning the memorial, such as the symbolism embedded in many objects and designs at the site.

Ervin L. Jordan, Jr. of the University of Virginia has been reappointed by Virginia Governor Mark Warner to a third three-year term on the State Historical Records Advisory Board (SHRAB). Visit that SHRAB web site at www.lva.lib.va.us/whoweare/boards/shrab.htm.

The Virginia Holocaust Museum is coordinating an "outreach project" project to collect eyewitness narratives of the Holocaust. The goal is "to reach residents, or former residents, of the Commonwealth of Virginia who are survivors, liberators, rescuers, army personnel or any other individuals who experienced some aspect of the Holocaust." Testimonies can be submitted via audiotape, videotape, or in writing. For more information, please see the Virginia Holocaust Museum web site at www.va-holocaust.com.

Due to Virginia's budget shortfall, the Library of Virginia, like many other state agencies, has sustained an additional 15% cut in its budget for both FY 2003 and FY 2004 in addition to the 7% and 8% respective cuts passed by the General Assembly in their last session. The net effect of reductions over the last two years has been a loss to the Library's operating budget of a staggering 39 percent. These cuts resulted in a total of 40 layoffs, and a cumulative reduction of 24 positions, the discontinuation of publication of the *Virginia Cavalcade*, as well as the suspension of the Digital Library Project and the elimination of the imaging services branch. More details regarding the effects of the budget cuts at the Library of Virginia may be found at www.lva.lib.va.us/whoweare/events/reducsummary.htm.

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West Virginia

The West Virginia State Archives is facing a round of budget cuts, as the state continues to face budget shortfalls. In late November, Governor Bob Wise has ordered an immediate 3.4% reduction at this time and may order more. In addition, the 10% reduction planned for the next fiscal year's budget may be increased and layoffs of state employees may result by next year. At this time, the State Archives is not sure of the effects on its staffing and programming.

At the recent annual meeting of the Association of Moving Image Archivists in Boston, Richard Fauss of the West Virginia State Archives was awarded the 2002 Dan and Kathy Leab Award. The award was established in 1996 to acknowledge the contribution of archivists who seldom have the opportunity of being recognized outside their institutions. The Leab Award is presented annually to one individual chosen by the AMIA Board of Directors with advice and consultation from the association's Awards Committee. Award recipients have worked in a moving image archive or with a moving image collection, and have made a significant contribution to their institution or the field as a whole. Contributions are either in the form of a notable achievement or special project, or through the noteworthy performance of daily tasks carried out over a long period of time. The award is funded through the generous support of Dan and Kathy Leab, long-time patrons of the archives and library community and long-time friends of AMIA.

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Finding Aids Awards Call for Submissions

Submissions are now being accepted for the 2002 MARAC Finding Aids Award to recognize outstanding achievement in the preparation of finding aids—paper or electronic—by institutions in the MARAC region.

The finding aids must be issued by an institution in the MARAC region. Nominated finding aids must have been available to the public in the calendar year 2002. The top award, the Frederic M. Miller Finding Aids Award, recognizes the life and work of Dr. Miller. Monetary awards will be presented at the Spring MARAC meeting in May 2003.

More information on the Finding Aids Award Committee selection process can be found on the MARAC web page: www.lib.umd.edu/MARAC/maracawde.htm#Finding.

To submit a finding aid for the award, please send the URL or two copies of a printed finding aid by **March 6, 2003** to Brian Keough, Head, M.E. Grenander Department of Special Collections and Archives, University at Albany, SUNY, New York 12222; bkeough@uamail.albany.edu, (518) 437-3931; fax: (518) 437-3930.

Preservation News

Upcoming Events

March 27, 2003

National Archives at College Park, MD, 18th Annual Preservation Conference: *Preservation Reformatting: Digital Technology vs. Analog Technology.*

The long term retention and use of digital and analog audio recordings and moving images will be explored as well as the standards and availability outlook for various media types. Other presentations will cover digital and microfilm images of library and archival materials and how to establish and manage a hybrid digital/film repository. Major collaborative endeavors to preserve and make accessible through digital technology a significant body of primary source material will be covered as well as NARA's goal to preserve and provide access to any kind of electronic record. Also, consideration will be given to the case that some information may not be separated from its carrier and thus should be preserved as an artifact. For more information please see: www.archives.gov/preservation/conferences/preservation_conference2003.html.

NEH Preservation Assistance Grants

National Endowment for the Humanities (NEH) Preservation Assistance Grants can help cultural organizations enhance their capacity to preserve their humanities collections. To be eligible, an organization must be a nonprofit, U.S. organization or institution; care for and own humanities collections; have at least one professional staff member or the full time equivalent; and be open and provide services or programs at least 120 days per year. An institution may submit one application per deadline. The program promotes preservation planning and preservation activities within the country's smaller institutions. NEH encourages applications from institutions that have never received an NEH grant. A grant period may run from three months to one year. Grants up to $5,000 are awarded on a competitive basis. The next application deadline is May 15, 2003. Information about types of projects funded as well as application guidelines may be found online at: www.neh.gov/grants/guidelines/presassistance.html or by calling NEH at 202-606-8570.

Publications

Bibliography of Preservation Literature, 1983–1996 (Scarecrow Press, 2001), by Robert E. Schnare, Director of the Naval War College Library in Newport, Rhode Island, with Susan G. Swartzburg and George M. Cunha, has won the Society of American Archivists' Preservation Publication Award for 2002. The award honors writing of superior excellence and usefulness, which advances the theory or practice of preservation in archival institutions. Available from the Society of American Archivists, www.archivists.org/catalog/index.asp, 312-922-0140. Cost is $79.50 for SAA members and $89.50 for non-members.

Implementing Preservation Management: A How-To Manual for Archives, (Archives of Quebec, 1996) by Nancy Marelli, is once again available from the Society of American Archivists. The manual outlines elements of a preservation management program and provides archivists with practical information on implementing preservation in small and large organizations. Cost is $15 for SAA members and $20 for nonmembers. See www.archivists.org/catalog/index.asp to order or call 312-922-0140.

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mended fund. The Finance Committee also recommends this investment. A vote was taken: all ayes.

A contribution letter will be sent out again with dues. There will be some better-directed letters to generate contributions.

The Committee is talking with Susan Aprill about generating more ads in the MAA.

NCCPH

Jeff is MARAC's liaison. A name change for the organization is forthcoming. President Bush's papers legislation may go somewhere in next session; it has been stagnated to date.

OLD BUSINESS

The ballot proposal for an amendment changing Article 6 will be discussed at Business Meeting. A suggestion was made to highlight the change proposed in the body of the text. The ballot will be mailed out 15 days after the Poughkeepsie meeting. A committee comprised of Jeff, Lauren, and Kristine Kaske will count the ballots. The ballots will be returned to Kimball & Associates. An envelope will be included in mailing (not pre-paid).

OTHER

The next Steering Committee meeting will, hopefully, be held in Baltimore again. The first date is Friday, January 24, 2003; the alternate date is Friday, February 7.

The meeting was adjourned at 9:20 p.m.

One Of Our Own

Stephen Doell

When asked what drew him to the archives profession, Stephen Doell, Director of Archives for the Historical Society of Western Pennsylvania, says that he did not come in through the back door but rather "came in through the steam vent." After substitute teaching for a while following his college graduation, Steve went to graduate school at the University of Akron. There was one opening for an assistantship in the university archives, and Steve took the position. "I was always focused on the research end of things, and it was eye-opening to see the other side of the desk," he says. It dawned on Steve that he could make archives a career since he understood the needs of researchers and could thus provide the assistance they needed.

Steve started at the Historical Society in 1993 as a processing archivist. He is now in charge of 20,000 linear feet of records, a collection growing by 250 acquisitions a year. Pittsburgh is still known as the Steel City to many, but the history of Pittsburgh and the rest of western Pennsylvania is documented beyond its traditional association with the steel industry. Steve enjoys exploring the archives to find material to add to and support programs and exhibits, a task made more interesting through the Society's association with the Smithsonian Institution.

Steve sees promoting awareness of archives as the most challenging job of being an archivist. After records have served their creators and are ready to be saved, "there is always the perception that [they are] going into the dusty archives," Steve says. Most people don't know about the work involved in processing and collection maintenance. "We are always overlooked, so tooting our horn is always important." When there is an exhibit of archived material, Steve likes to remind visitors that everything they see out there on exhibit is kept in the archives, a good reminder that it takes a lot of work to preserve the past.

The ongoing need to remind people of the mission of archives may be a challenge, but it is meeting different people with varying research needs and accommodating those needs that are for Steve the most satisfying aspects of being an archivist: you never know who you will meet or what they will require. There at Steve's fingertips are resources to explore all kinds of aspects of the history of Pittsburgh and western Pennsylvania, which he enjoys as much as his researchers do.

Steve may have come in through the steam pipe, but he found his home behind the reference desk.

Charles Greifenstein
College of Physicians of Philadelphia

Name: Stephen Doell

Current position: Director of Archives for the Historical Society of Western Pennsylvania

Previous position: Came to the Historical Society as a processing archivist

Place of birth: Wadsworth, Ohio

Undergraduate degree: BA in American studies, University of Dayton

Graduate degree: MA in history of science and technology, University of Akron

Year joined MARAC: 1993

June 2003 Modern Archives Institute Scholarship

March 1 Deadline for Applications

The Mid-Atlantic Regional Archives Conference (MARAC) provides scholarship funds for one individual to attend each Modern Archives Institute. The scholarship award covers the tuition (currently $650) and up to $200 in related expenses.

This scholarship is established in honor of MARAC member Leonard Rapport and is known as the **Leonard Rapport Modern Archives Institute Scholarship.**

QUALIFICATIONS: For this scholarship, an individual must currently be employed in the MARAC region in an archival or archives-related position.

APPLICATION: Applicants should submit a resume; a cover letter including a statement of the expected benefits of attending the Institute; and two letters of recommendation from persons having knowledge of the applicant's work and qualifications. All scholarship applications should be sent by email to mary.rephlo@nara.gov, with a hard copy by fax (202-208-1903) or mail to the current chair of the MARAC Education Committee:

Mary Rephlo
West Moat
National Archives Building
700 Pennsylvania Avenue, NW
Washington, DC 20408

DEADLINES: Applications for the June 2–13, 2003, Institute scholarship should be received no later than **March 1**; the recipient will be notified by April 15.

Individuals accepting the scholarship agree to write a report on the experience for possible publication in the *Mid-Atlantic Archivist.*

FURTHER INFORMATION: For further information about the Modern Archives Institute, see **www.archives.gov/preservation/modern_archives_institute.html.**

Sampling Criminal Court Records in the Philadelphia City Archives

In this article, Ward J. Childs, City Archivist of Philadelphia, describes a project undertaken by his department to sample and re-house criminal court records.

At the end of last year the Philadelphia City Archives finally put the finishing touches on a project of sampling criminal court bills of indictment and notes of testimony, ca. 1940–1952. This cooperative pilot project of the Department of Records and the Office of the Clerk of Quarter Sessions of Philadelphia County and the First Judicial District of Pennsylvania was begun more than five years ago, in May 1997. The last stages of this project included housing in acid-free folders and storage boxes the 191 cubic feet of flat-filed bills and notes which were the product of the sampling procedure. The sampling project was funded by a series of grants to the Department of Records from the Pennsylvania Historical and Museum Commission (PHMC) between 1996 and 1999. A final grant in 2000–2001 allowed the Department to purchase acid-free folders and storage boxes so that the sampled records could be housed in an archivally appropriate physical environment.

The purpose of the criminal court record sampling project was to significantly reduce the large volume of post-1940 criminal court records which the Department had in storage in its Records Storage Center, and to make them more accessible to researchers. At the same time we wanted our permanent sample to truly reflect what took place in the criminal court of the most historic city of the Commonwealth. To achieve these goals, we had to make decisions about the size of the sample and the methodology to be used. And—strange as it may seem—we also had to decide exactly what we were sampling. Were we taking a sample of every nth bill of indictment and its corresponding notes of testimony? Or were we only sampling the "fat files," since one could assume that these were the most interesting cases?

While both of these methods were appealing because they are a relatively easy way to take a sample, we came to the conclusion (after consulting with an Advisory Group of stakeholders) that neither would give a true reflection of the operations of trials in the former Court of Quarter Sessions. Criminal court trials vary. If the defendant pleads guilty, the trial is short and the court record of the case is also correspondingly short: say, the size of one legal-size file folder. At the other end of the spectrum is a trial with numerous witnesses who testify for days at a time, and that produces pages and pages of transcript. So much, in fact, that at times their storage requires several cubic foot boxes.

Some trials are relatively routine while others have an aura of the spectacular. In some cases the defendant is indicted multiple times in relation to the same alleged crime. In others, there are separate indictments of a number of different defendants for the same crime. This variety had to be reflected. However, we also felt an obligation to keep a record of those trials that were notorious either because of the identity of the defendant, the circumstances surrounding the crime, or the identity of the victim. We also were mandated by the laws of the Commonwealth to permanently retain all homicide cases.

Decisions about the retention of homicide case records were easy. We had no choice. These records were identified primarily by research in the indices to the docket of the Quarter Sessions Court, although others were discovered while going through bills of indictment. We also decided to keep a 100% sample of "notorious" cases, and for those cases like illegal abortions prior to Roe v. Wade, for which there were very few indictments. The latter were selected as we went through the bills.

We found that the "notorious" cases required a great deal of background research. These cases were selected by examining the chronology of headlines in the *Philadelphia Bulletin Almanac*, annual reports of the District Attorney's Office, and Pennsylvania Crime Commission reports. In some instances newspapers were checked.

For the remaining non-homicide, non-"notorious" cases, we decided that what we were sampling were records of crimes from the perspective of the court proceedings that resulted from them, not just bills of indictment with related testimony. To do so adequately we had to keep not only each bill of indictment and related notes of testimony which was selected by our sampling method, but also every other bill and corresponding set of notes which were related to that particular crime. Using that method, any researcher who was doing research on a particular type of crime would have a complete record for each of the cases preserved in the sample.

However, simply selecting every nth case for retention really would not work. As our Advisory Group pointed out, this would favor the retention of cases that would have multiple bills of indictment. We therefore decided that—with the exception of the groups to be retained in a 100 % sample—the most fair and objective method to select other cases was by using random number tables. This method would eliminate any bias and give us as objective a sample as we were likely to get. Retaining all

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related bills of indictment and notes of testimony would tend to swell the size of our sample over the 10% we intended to take, but we felt this was a necessary consequence of truly reflecting activity in the court. Fortunately we had a very good nuts and bolts project archivist, Gail Farr, who found a way to set up a random number generator using a Microsoft Excel 97 application.

The next issue was how to do the sampling using our random number generator. Since our instances of crime could be represented by any number of bills of indictment (from one to possibly hundreds in the case of a mass arrest) it was obvious that we could not use the bill numbers assigned by the Court for purposes of selecting our instances randomly. This problem was solved by assigning artificial numbers to what we referred to as "clusters" of records. A cluster could be as little as one bill of indictment. It also could be many bills if all of them were related to the same instance of crime. The clusters were made up of all of those bills for cases that were not selected for a 100% sample. The clusters for each Court term (in this instance a Court term equaled a month) were each given their own unique number, which began with 1 and were consecutively numbered until the end of the term. The random number generator then was used to select the month to be sampled. It also selected the sample of the clusters for each term between the number 1 and the concluding number for the court term.

This information was transcribed on sheets and later entered in a Microsoft Access 97 database. The information entered included the bill of indictment number, the last bill number of a cluster, the cluster number, the last name of the defendant, his or her first name, his or her middle name, alias, the charge, the way the case was selected (by the random number generator, homicide or manslaughter, or "notorious" case), and the source of the selection (e.g. the *Bulletin Almanac*, examination of notes of testimony, etc.).

This procedure was no simple task and required the efforts of numerous people. Although Ms. Farr established the procedures for carrying on the work, set up the random number generator, prepared reports and performed other supervisory duties connected with the project, it would have been impossible to complete the project without assistance of volunteers and interns. All of the individuals who participated in the project were dedicated and their work was exceptionally good. They included, among others, a retired investigator from the Medical Examiner's Office and a professional researcher on organized crime. One intern, Anna Martin, did so well that she was chosen to take over supervision of the project when Ms. Farr moved on to another archival project.

We also made extensive use of transitional workers. These were individuals going from welfare to work for whom on-the-job training was funded by the Corporation for Transitional Work. This staff worked in what was almost a factory for sampling criminal data in our Record Storage Center, first at 401 North Broad Street and then at 3101 Market Street. Work continued until the end of 1999. Work under the 2000–2001 grant, which allowed the housing of records in acid-free folders and boxes, was carried out by one of our staff archivists, Lee Stanley, with the assistance of a six-month temporary employee, Barbara Campbell.

At the beginning of the project we set a very high goal for ourselves—much higher than we were able to realize. We had originally intended to sample the criminal court data up to the 1980s. We were overly optimistic, perhaps even naïve. Sampling was completed to the year 1952. We never fully anticipated how much preliminary work would be necessary until we could get to the heart of the project. As a result, most of the initial grant period was spent developing a sampling methodology and selecting the tools to achieve our result. I also suspect that the background research on the "notorious" court cases took far longer than we had anticipated. We also never quite had a sufficiently large enough pool of volunteer labor to carry out the nitty-gritty work of separating the bills of indictment into clusters, transcribing the information on sheets, and entering it in a database. When the probability of receiving more grant funds to continue the project began to appear increasingly unlikely, we closed the project.

What did our sampling project achieve? While we did not reach our original—and most likely unreachable—goal, we did achieve a number of our aims. We did reduce some of the very large volume of court records. At the conclusion of the project the Office of the Clerk of Quarter Sessions approved the disposal of 337 cubic feet of criminal court records that had satisfied the retention period mandated by the *County Records Manual*. These included 233 cubic feet of notes of testimony and 104 cubic feet of bills of indictment.

The records that became part of the permanent sample are now more accessible than in the past. They are entered into a database, which makes access to them much easier and faster than using the previous method of searching the paper index, going to the docket to get the case number, and then going to the court papers themselves. The sampled cases can be searched in the database by the defendant's name, by his or her alias, by case number, date or crime. As a result, there seems to be more use of these records for research.

The most important achievement of the project, however, was the development of our sampling methodology. This

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Treasurer's Report, Fiscal Year 2002

July 1, 2002–September 30, 2002

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	% of Budget	2001 Actual
REVENUE AND SUPPORT								
Membership Dues	$37,000.00	$6,112.00	$1,785.00	$1,570.00	$21,672.00	$31,139.00	84%	$36,207.00
Publications Sales	$500.00	$471.05	$0.00	$36.06	$91.10	$598.21	120%	$814.46
Pub. Advertising	$900.00	$0.00	$0.00	$250.00	$0.00	$250.00	28%	$1,110.00
Bank Interest	$3,400.00	$293.68	$254.23	$150.49	$158.50	$856.90	25%	$3,328.65
Conferences	$8,000.00	$19,704.61	$12,429.00	$24,962.00	$7,985.60	$65,081.21	814%	$52,912.67
Mailing List Sales	$100.00	$0.00	$40.00	$0.00	$0.00	$40.00	40%	$150.00
Contributions	$6,000.00	$277.00	$160.00	$5.00	$1,532.00	$1,974.00	33%	$5,029.00
Miscellaneous	$100.00	$0.00	$0.00	$36.00	$0.00	$36.00	36%	$53.70
Total Revenue - Support	$56,000.00	$26,858.34	$14,668.23	$27,009.55	$31,439.20	$99,975.32	179%	$99,605.48
EXPENSES								
General	$1,300.00	$20.00	$804.12	$415.00	$0.00	$1,239.12	95%	$1,680.50
Administrator	$28,690.00	$6,690.37	$7,157.00	$7,414.80	$8,267.59	$29,529.76	103%	$30,409.94
Treasurer	$600.00	($22.79)	$746.07	$263.11	$144.08	$1,130.47	188%	$3,668.08
State Caucuses	$688.00	$111.77	$68.96	$0.00	$100.00	$280.73	41%	$89.02
Committees	$3,110.00	$103.01	$647.84	$100.43	$854.76	$1,706.04	55%	$1,912.24
Publications	$16,300.00	$0.00	$139.45	$5,126.00	$3,830.66	$9,096.11	56%	$16,097.46
MARAC Archivist	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100%	$0.00
Awards	$800.00	$300.00	$0.00	$450.00	$0.00	$750.00	94%	$700.00
Conference Expenses	$0.00	$18,082.38	$3,564.15	$7,970.73	$20,884.24	$50,501.50	0%	$28,712.27
MARAC Scholarship	$4,112.00	$645.00	$845.00	$800.00	$200.00	$2,490.00	0%	$0.00
Miscellaneous	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%	$0.00
Total Expenses	$56,000.00	$25,929.74	$14,372.59	$22,540.07	$34,281.33	$97,123.73	173%	$83,269.51
NET INCOME or (LOSS)	$0.00	$928.60	$295.64	$4,469.48	($2,842.13)	$2,851.59		$16,335.97

SUMMARY - THIRD QUARTER FY 2002	
Opening Balance	$133,332.63
Income	$31,439.20
Expenses	($34,281.33)
Closing Balance	$130,490.50
Cash Accounts	
Checking Accts.:	$90,639.19
Savings Accts.:	$39,851.31
Cert. of Deposit:	$0.00
Total	$130,490.50

FUND	OPENING	CREDITS	DEBITS	CLOSING
Operating	$47,705.69	$29,748.70	($34,081.33)	$43,373.06
Endowment	$29,626.94	$1,690.50	($200.00)	$31,117.44
Reserve	$56,000.00			$56,000.00
Totals	$133,332.63	$31,439.20	($34,281.33)	$130,490.50

Business Meeting Minutes—Fall 2002

October 25, 2002, Poughkeepsie Grand Hotel, Poughkeepsie, NY

The meeting was called to order at 10:14 a.m. The minutes for the Spring meeting were approved.

Chair Jeff Flannery reported that the Steering Committee has approved renewal of MARAC's contract with Kimball & Associates with the agreed upon fee increases.

Jeff also reported on several advocacy issues: He has sent a letter on behalf of MARAC to the President of Teacher's College in New York City, protesting the closing of the College's Special Collections. The President of Teacher's College suggested that Jeff, on behalf of MARAC, should talk to the Director of the library and express our concerns. To date Jeff has not been able to speak with the library director. He has also written a letter, on behalf of MARAC, to the Board of Trustees of Frederick County Libraries stating that the policies imposed on using rare materials in the Maryland Room were standard in the archival profession. The letter was to encourage the Board to adhere to the use policies standard for archival and manuscript materials for the benefit of the collections.

The Vice-Chair reported that the Spring meeting in Towson brought in over $13,500. The Poughkeepsie meeting had 304 registrants, including 6–12 on-site. 2/3 of the Poughkeepsie registrants were MARAC members and 1/3 were members of NEA (New England Archivists). The Spring 2003 MARAC meeting will be in Trenton, NJ, at the Lafayette Yard Marriott, April 24–26. Karl Niederer and Ben Primer are co-chairs of the Local Arrangements Committee; Gary Saretzky and Alex Magoun are co-chairs of the Program Committee. The meeting theme is Revolutions in Archives. The Fall 2003 MARAC meeting will be in Gettysburg, PA, October 29–31. The Program Committee (Jim Gerencser and Karen Drickamer, co-chairs) and Local Arrangements Committee (Pam Whitenack and Christine Amadure, co-chairs) have already met. The theme for the meeting is "Turning Points." The Eisenhower Farm is being considered as a possible reception site. We will not be meeting in Silver Spring, MD, in Spring 2004. There are many monetary issues preventing us from meeting there, including the fact that hotels are changing their charging practices; we are now being charged for facility spaces. The cut-off dates for hotels are also a problem now; hotels set dates unrealistically far out from the meeting dates. We may be meeting in Old Town Alexandria instead of Silver Spring.

Jim Byers, representing the Development Committee, is the liaison between vendors and MARAC. Members of the Development Committee will be giving vendors at Poughkeepsie information about upcoming meetings. The Committee will coordinate exhibitors and contributions to the conferences.

The Chair gave the Treasurer's report. The budget submitted for the Spring 2003 Meeting in Trenton was approved by the Steering Committee with some changes made in hotel costs. The Steering Committee has also approved the investment strategy recommended by the Finance Committee: Investing some of MARAC's money into a reputable short-term fund (Vanguard). Jeff thanked Steve Dalina and Cheryl Stadel-Bevins for conducting an audit of MARAC's books.

Danna Bell-Russel, current Senior Co-chair of the Arline Custer Memorial Award committee, presented the Arline Custer Award. This award remembers Arline Kern Custer, a founding member of MARAC, who also served as the third editor of the National Union Catalog for Manuscript collections, and passed away in 1975. Danna thanked her committee for a job well done. A record number of submissions were received this year: 11 books and 3 articles.

The Custer Award for Outstanding Book was given to William C. Allen, author of *History of the United States Capitol: A Chronicle of Design, Construction and Politics.* This is Mr. Allen's second win; he won in 1993 for the book *The Dome: An Architectural History of the U.S. Capitol.* With regard to the *History of the United States Capitol*, one Committee member noted, "The overall presentation and production of the book were excellent. This book was an excellent scholarly work and from among the many things written on this subject the most comprehensive I have ever seen." Mr. Allen was honored by this award and is sorry that previous travel plans keep him from joining us here.

The Custer Award for Outstanding Article was presented to Robert W. Schoeberlein for his article "The Beginning of Mental Health Care Reform in Maryland, 1908–1910," published in the Winter 2001 issue of *Maryland Historical Magazine.* One Committee member noted in his review, "This is an interesting article with sound analysis and some interesting insights [and] is a good example of an archivist not only keeping up with historical writing but also contributing to it." Mr. Shoeberlein has informed the Committee that a follow up article will be appearing in a future issue of the *Maryland Historical Magazine.*

The first Honorable Mention award was given to Milton M. Klein for his book *The Empire State: A History of New York.* One Committee member

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was shocked that Mr. Klein was able to fit the history of New York in one extremely well written volume. Mr. Klein was also unable to attend the conference but wanted to thank Cornell University Press for submitting his book for consideration and the New York State Historical Association for their assistance with the book.

The second Honorable Mention award was given to the New York State Archives/Archives Partnership Trust for the periodical *New York Archives*. The New York State Archives is a repeat Custer winner having won before in 1989 and 1991. "*New York Archives* did an excellent job of explaining and bringing archives to the public," noted one Committee member. "The publication is well written and presented in an engaging and inviting manner. It also provides great publicity for archivists and what we do."

MARAC Service Awards were presented to Rebecca L. Collier, Gary Saretzky, Ellen Hassig Ressmeyer, Constance J. Cooper, James Cassedy, and James Quigel.

Scholarship Awards were announced. For the Fall 2002 Travel Awards: Jennie Levine, Assistant Curator for Historical Manuscripts at the U of MD department of Archives and Manuscripts; Rachel Donaldson and Bethany Sheffer (joint award), graduate students at SUNY Albany and employees in the Special Collections and Archives of SUNY Albany. For the Marsha Trimble Meeting Scholarship: Jane Charles, Associate Archivist for the Historical Collections and Labor Archives in the Special Collections Library at Penn State. For the Workshop Scholarships: Emily Connell, Assistant Librarian at the Baltimore Museum of Art; Tammy Kiter, from the Special Collections at the University of Delaware.

Karl Niederer and Ben Primer reported on the Spring 2003 conference in Trenton. They reported that the Steering Committee had approved a one-time experiment in distributing program information about the Trenton meeting. The Local Arrangements Committee will send a postal card and many e-mail messages saying that the program is online and available for downloading. There will be an opportunity to send the cards back requesting a hard copy of the program if online access is not available. It is thought that this way of handling dissemination of program information will save MARAC money. Dan Noonan gave a PowerPoint presentation encouraging MARAC members to come to the Trenton meeting. Gary Saretzky talked about the theme of the meeting, "Revolutions in Archives," and some of the sessions planned.

The proposed amendment to the Constitution to alter language in Section 6 (Meetings) to read "The Conference *may* hold up to two (2) meetings a year for the purpose of providing a program of interest to members and to transact business" was discussed. An explanation was given of how the MARAC constitution may be amended.

A number of concerns were expressed by MARAC members at the Business Meeting about the proposed amendment, including: Whether once the door is opened to only having one meeting a year, that inevitably lead to only holding one meeting a year; the possibility of dropping meetings from two a year may well lead to the detriment of regional emphasis; meetings would be most likely held only in the central corridor; the feeling that it is important to have state caucus meetings twice a year; many MARAC members have been members and/or in the profession for fewer than five years and have not attended many meetings, so they have not experienced the camaraderie of this particular organization first-hand and don't know the rich tradition or understand the rationale for meeting twice a year.

Also expressed was the importance of realizing why we have MARAC meetings more than once a year, for example, an opportunity for MARAC members to get involved and become invested in governing the organization, and the fact that meetings keep the organization financially solvent.

Further discussion by members of MARAC at the Business Meeting included the article in the most recently published *Mid-Atlantic Archivist* that spoke to the pros and cons of the proposed amendment ("Making Choices: Considering the Proposed Constitutional Amendment," *Mid-Atlantic Archivist*, Fall 2002, Vol. 31, No. 4, p. 18); the sentiment that precision in the language of the proposed amendment is needed, however, the wording cannot be changed before a vote is taken as that was the wording sent out to members this summer; concerns that with hotel rates skyrocketing members might not be able to afford to attend two meetings a year; the feeling that the proposed amendment offers flexibility in a changing environment; OHMAR (Oral History in the Mid-Atlantic Region) is going to the format of holding one regular meeting a year while holding a second meeting comprised of workshops (this model is being considered for MARAC as well if the proposed amendment passes); the fact that the rationale for the decision to propose an amendment was based on the results of a survey of the membership: 2:1 were in favor of holdings meetings once a year.

An explanation of how the ballot will be sent out was requested. It was stated that caucus reps should alert members that the ballot is forthcoming, since it needs to be sent out to the membership within 15 days after the Business Meeting.

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Winners of the Fall 2002 Meeting and Workshop Scholarships

Six MARAC members were recipients of scholarships at the Poughkeepsie meeting. The awards were as follows:

Jane Charles received a MARAC Meeting Scholarship, which awards up to $400 to cover meeting-associated expenses. Jane is Associate Archivist for the Historical Collections and Labor Archives within the Special Collections Library at Penn State. Jane studied archival management as part of her M.A. in Public History from North Carolina State University. She is currently working part-time toward her library degree at University of Pittsburgh.

Jennie Levine received one of the two MARAC travel awards, worth up to $250 each. Jennie holds a contract position as Assistant Curator for Historical Manuscripts at the University of Maryland department of Archives and Manuscripts. Jennie has a Masters in Library Science and a Bachelors degree in Russian Area Studies, both from UMD.

Rachel Donaldson and **Bethany Sheffer** jointly shared the other MARAC travel award. Both Rachel and Beth work at Special Collections and Archives of SUNY Albany while also attending graduate school. Rachel expects to receive her M.L.S. with archival studies concentration in December. Beth is in the combined M.L.S./M.A. in history program, concentrating in archival administration and records management.

Emily Connell received a workshop scholarship for one day of training in a MARAC workshop. Emily serves as Assistant Librarian at the Baltimore Museum of Art, a position combining both librarian and archival responsibilities, with increasing emphasis on the latter. Emily holds an M.L.S. with archives/records management concentration from UMD and a B.A. in Art History from The College of Wooster. Emily, who focused mainly on preservation during graduate school, received the scholarship in order to attend the arrangement and description workshop.

Tammy Kiter also received a workshop scholarship for the arrangement and description workshop. Tammy is employed by Special Collections at the University of Delaware. Tammy holds a B.A. degree in English from U of Delaware and is interested in pursuing an M.L.S.

Winner of the January 2003 Modern Archives Institute Scholarship

Michael Lear, who has been archives and special collections assistant at Franklin and Marshall College since 1999, was selected for the Leonard Rapport Modern Archives Institute Scholarship for the January 2003 session. In this position, Michael assists with reference, educational outreach, and exhibits. He also develops and maintains the archives and special collections website. Michael holds a B.A. from Penn State and an M.A. in History with Certification in Museum Studies from University of Delaware. The scholarship funds the Institute tuition and up to $200 in expenses.

MINUTES FROM PAGE 23

The question whether the ballot mailing will include the pros and cons for the proposed amendment was raised. A motion was made, and seconded, that a straw vote be taken to include a summary of the discussion at the Business Meeting in the mailing with the ballot. There was discussion of whether a vote by hand is sufficient or if it is necessary to have some private voting option. It was determined the latter was not necessary. The motion to include a summary of the discussion concerning the proposed amendment at the Business Meeting was voted on and passed by a majority of vocal ayes.

A vote was also taken of the members at the Business Meeting (92 members were present) to determine how many were in favor of the proposed amendment as written: In favor: 12; Opposed: 50; Abstained: 25.

Members of the Local Arrangement Committee and Program Committee for the Poughkeepsie meeting were thanked.

The meeting was adjourned at 11:40 a.m.

COURT RECORDS FROM PAGE 20

project was a pilot project meant to serve as a guide for other jurisdictions in the Commonwealth that had similar problems with the storage of a large volume of court records. Before we started, we had taken into consideration the methodologies used in other court record sampling projects. However, we felt that these would not provide us with as full a picture of the operation of criminal court proceedings as we desired, and we decided not to use them. Although more time consuming and labor intensive, we feel that our methodology provides as true a picture of the range of criminal cases and their adjudication as possible, short of retaining the court records in their entirety. We feel that this is quite an achievement and one of which we can be justly proud.

Ward J. Childs
Philadelphia City Archives

Czech Flood Assistance to Cultural Heritage—How You Can Help

In August 2002, massive flooding ravaged Central Europe. The Czech Republic suffered the worst floods since at least the 15th century. The speed and unforeseeable extent of the disaster—at its crest, the Vltava (Moldau) was more than 22 feet above its normal level—overwhelmed the preparations put into place. Every fortieth citizen was forced to leave home. A state of emergency was declared in almost half the country. Several villages and many homes, schools and hospitals, etc., were completely destroyed, infrastructure damaged, businesses ruined. Parts of the beautiful historic capital of Prague and many other old cities were completely flooded. While most of the country's architectural monuments, including the historic center of Prague, have been preserved, invaluable cultural heritage was damaged and destroyed. It is estimated that flooding has caused at least $130 million in damage to cultural treasures and historic sites—the greatest loss ever caused by a natural catastrophe. Many libraries and archives, museum depositories, theaters and concert halls were inundated, resulting in heavy losses in collections, infrastructure and equipment.

More than 50 libraries were inundated and about one million volumes from various library collections, among them incunables, early prints and printed books, and rare documents, have been damaged. 150,000 rare books were frozen to allow for possible future restoration. Libraries whose losses surpass $100,000 include those of the Institutes of Archaeology, History of Art, Philosophy, Sociology, Nuclear Physics, Physical and Inorganic Chemistry of the Academy of Sciences; Prague Municipal Library; Mathematics, Physics, and Law School Libraries of Charles University; the National Library; the Research Library of South Bohemia; the libraries of Kralupy, Terezin (Theresienstadt), Zbraslav, Steti.

Losses of archives are even heavier. Miles of archival shelves were flooded, causing the loss of unique, irreplaceable documents. Among the most grievously stricken repositories are the Architecture Archives and the Archives of the History of Technology and Industry of the National Technical Museum, the Military History Archives, the archives of the Academy of Sciences, Czech Philharmonic Orchestra, Czech Statistics Office, Terezin Museum, Prague Municipal Court, Ministries of Transportation, Agriculture, and Industry, the National Museum's Music collection and the National Central Archives.

An impressive campaign of self-help has been mounted in the country. United in determination and civic spirit, people and the authorities are working hard to salvage and to restore what may be saved. However, the enormity of expenses required overwhelms all possibilities of the country's institutions. Therefore, the afflicted institutions appeal to the world cultural community to help remedy the damages. Among the many ways to help are donations of funds, publications (books, periodicals), materials, drying technologies and equipment, and professional assistance.

Regarding the floods, aid and donations, information may be obtained from the concerned institutions and their websites. The following is a partial list of relevant addresses and websites regarding the floods and affected institutions.

LIBRARIES:

Coordination center: National Library of the Czech Republic Klementinum, 110 01 Prague 1 Jirí Poli_ensk_, tel. +420 2 81 013 309, fax +420 2 81 013 107, Polisensky.Jiri@cdh.nkp.cz.

Association of Library and Information Professionals of the Czech Republic, Klementinum 190, 110 01 Prague 1, Vit Richter, tel. +420 2 21 663 338, fax +420 2 21 663 175, Vit.Richter@nkp.cz, www.nkp.cz/o_knihovnach/konsorcia/skip/index.htmhttp://www.nkp.cz/o_knihovnach/konsorcia/skip/index.htm.

Ikaros (Electronic Journal of the Information Society), www.ikaros.cz (in Czech). Includes information and photographs.

International Federation of Library Associations and Institutions (IFLA), www.ifla.org/III/misc/clementinum.html.

National Library of the Czech Republic, www.nkp.cz.

Prague Municipal Library, www.mlp.cz.

ARCHIVES:

Coordination center: State Central Archives, Archivní 4, 149 01 Prague 4—Chodovec Michal Durovic, tel. +420 2 61 447 472, fax +420 2 61 447 215, sua10@mvcr.cz, www.mvcr.cz/archivy.

ADDITIONAL WEBPAGES:

UNESCO
"Floods in Europe: Damages to libraries and archives," www.unesco.org/webworld/floods_europe.

Information service on the damages in libraries and archives in Europe and on actions taken for disaster recovery. Contact: Axel Plathe, Information Society Division, UNESCO, 1, rue Miollis, 75015 Paris, tel. +33 1 45 68 44 67, fax +33 1 45 68 55 83.

Ceské Noviny: "Fighting the Floods" www.ceskenoviny.cz/floods.

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The Mid-Atlantic Archivist (MAA) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes interested individuals who live and work in Delaware, the District of Columbia, New Jersey, New York, Maryland, Pennsylvania, Virginia, and West Virginia. MARAC seeks to promote the professional welfare of its members; to effect cooperation among individuals concerned with the documentation of the human experience; to enhance the exchange of information among colleagues working in the immediate regional area; to improve the professional competence of archivists, curators of textual, audio-visual and related special research collections, and records managers; and to encourage professional involvement of those actively engaged in the acquisition, preservation, bibliographic control and use of all types of historical research materials.

Individual annual membership dues are $35. The dues year runs from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *MAA* at $35 per year.

Membership applications should be addressed to: MARAC, 8233 Old Courthouse Road, Suite 210, Vienna VA 22182; (703) 556-4905; fax: (703) 556-9301; **cpayson@kimbal.com**.

Material for publication should be sent to Katy Rawdon-Faucett, Archivist, The Barnes Foundation, 300 North Latch's Lane, Merion PA 19066; (610) 667-0290 x1048; fax: (610) 664-4026; **krawdon@barnesfoundation.org**.

Deadlines are February 15, June 1, August 15 and December 1.

Advertising rates and requirements may be obtained from Susan Aprill, Brooklyn Collection, Brooklyn Public Library, Grand Army Plaza, Brooklyn NY 11238; (718) 230-2778; **s.aprill@brooklynpubliclibrary.org**.